

REQUEST FOR PROPOSALS
For
Expanded School Based Behavioral Health Services
May 24, 2019

Proposals Due:

June 26, 2019 11:59 PM MST/MDT

Overview

Summit County Government (County) is soliciting bids from qualified contractors to expand school based behavioral health services (SBBH). The County will use this Request for Proposals (RFP) to establish a new contract(s) for the expansion of SBBH services. Any contract that results from this RFP process will be based on actual costs and prorated for the fiscal year at the contract start date. Proposals shall form the basis for any subsequent awarded contract. Staffing levels and operating costs must accurately reflect the contractor's costs for the expanded services and not existing staff or expenses. The County reserves the right to dissolve a contract if/when the contractor materially alters staff, budgets, deliverables and outcomes any time after the contract award. The County is not obligated to award any contract as a result of this RFP process.

Copies of the request are available at www.SummitCountyCO.gov under 'Bids & Proposals'.

Background

Summit County is currently experiencing a shortage of mental health and substance use disorder services. Summit County's suicide rate is about three times the national average, and 27 percent of residents' report having symptoms of depression and/or anxiety. Additionally, more than one in four teens in Summit County report experiencing symptoms of depression, yet most do not receive mental health services. Demand for mental health services in local schools has nearly doubled over the last three years as a result. The state of substance use services remains equally urgent in Summit County. Professionals and Summit County residents report drug and alcohol misuse as the most prevalent health concern in the community, yet local options for treatment are minimal. In 2018, Summit County had a ratio of 400 residents for every one mental health and substance use disorder provider, which is higher than Colorado's state ratio and the recommended national ratio for mental health provider availability. There is a clear struggle for Summit County residents to find the level of treatment they need, and it is the intention of this RFP to help address this shortage.

Contractors selected through this RFP will provide school-based behavioral health (mental health and substance use services) to Summit School District students and their families. The successful contractor(s) will have completed a review of the mental health or substance use services available in the school or schools they propose to serve. The review will be completed in conjunction with school or school district personnel and will inform the plan to address the gaps outlined in the proposal.

Scope of Services

The contractor shall furnish all labor, transportation, and incidentals necessary to perform the School-Based Behavioral Health (SBBH) services. Work shall be completed as set forth in a contract for this project to be negotiated with the County based upon the contractor's written proposal.

A. Goals, Objectives and Service Approach:

Goal:

The goal of this RFP is to increase SBBH services for children and families affiliated with the Summit School District.

Objectives:

- Expand the availability of comprehensive SBBH services in Summit County schools. Specifically, ensure that there is a significant increase in the overall capacity for behavioral services offered through the School Based Health Center.
- Using a [3-Tiered framework](#) for SBBH services, review the existing services in Summit County schools and identify gaps.
- Provide universal, targeted or intensive interventions as needed based on a review of existing services and gaps at the school or school district level.
- Collaborate closely with school personnel, students, parents and other behavioral health partners to ensure that student's needs are met.
- Work within an integrated physical and behavioral health care model to best serve whole-person health needs of youth engaging in services.
- Provide referrals to community resources outside the school as needed, following up with the student and family to ensure successful linkage to services.
- Ensure successful transition of students from hospitals, residential programs or other institutional programs back into the school.

Service Approach:

Contractors shall work with the Summit School District to identify and fill the critical gaps in implementation of a [3-Tiered framework](#) in the school or schools identified.

- Tier 1 consists of supports that all students in the school require to build their social and emotional skills and includes services such as establishing a referral process for SBBH services, conducting mental health or substance use screening, supporting mental health literacy, and offering social-emotional learning and positive behavior supports in collaboration with the Summit School District.
- Tier 2 implements targeted interventions for students at-risk of developing a mental health or substance use challenge. Services in this tier are individualized to the needs of students identified as high risk and include progress monitoring, teaching self-regulation for students experiencing anxiety, and implementing evidence-based individual or group interventions in a way that coordinates SBBH services with academic progress and challenges.
- Tier 3 comprises more intensive, individualized interventions for students experiencing a mental health or substance use challenge. Services in this tier include collaboration between school personnel, mental health providers and families to ensure the availability of a coordinated system of care that includes crisis response, individual and group counseling and therapy, referral and linkage and re-entry planning and supports for students who require hospitalization or residential care.

Additional information on a 3-Tiered approach or approaches to review/assessment of existing services can be found at

- [Mental Health Colorado School Mental Health Toolkit \(Page 33\)](#)
- [Providing School-Based Mental Health Services](#)
- [The Colorado Framework for School Behavioral Health Services](#)

Contractors may also provide staff training and support services to assist school personnel to implement and sustain the services and supports provided in any one or more of the three tiers above.

Tier 1 services are provided to all students in a school or school district. The source of referrals to Tier 2 and Tier 3 services typically originate from school counselors, administrators, teachers and individual students and families. SBBH providers collaborate closely with family members and other supportive adults, school personnel, other behavioral health providers. Services are provided during regular school hours and after-hours and over the summer as needed. SBBH services are culturally, developmentally and linguistically appropriate to the child and family and Tier 3 behavioral health services are integrated with overall healthcare needs of the individual and families.

SBBH Services Providers Specific Duties:

- Deliver expanded universal, targeted and intensive interventions as identified by the contractor and school or school district. (Grant funds shall not be used to support existing staff.)
- Maintain clear communication about roles and responsibilities of SBBH providers and school personnel
- Work to reduce the stigma of mental health and substance use challenges in all interactions within the school environment.
- Attend meetings to coordinate the school-wide approach to behavioral health services.
- Triage referrals to SBBH services for appropriateness for services provided in school setting.
- Assess students referred for Tier 2 or Tier 3 services to determine an appropriate service plan.
- Participate in supervision or consultation groups to ensure adequate peer review of service delivery and scope of practice.
- Provide referrals, linkage to care and follow-up when SBBH services do not meet the need of students and/or families.
- Coordinate re-entry of students returning to a school setting following an inpatient or residential program stay.
- Maintain an understanding of the behavioral health and other related services in the community and act as a resource for school personnel and families.
- Maintain records in accordance with regulatory agency standards and contractor organization policies and procedures.
- Maintain effective communication with school personnel to ensure coordination of academic and SBBH services.
- Collect and report data as outlined in contract and contractor policies and procedures.

B. Contracting Organization's Responsibilities:

- In conjunction with the school district, conduct an initial and periodic review of the SBBH services available in the school and district and adjust service delivery based on needs and gaps of the district.
- Develop criteria for service participation and referral outside of SBBH services in conjunction with the school.
- Maintain a memorandum of understanding with the school that clearly spells out roles and responsibilities.
- Manage all billing and credentialing related to provision of services.
- Maintain adequate liability insurance of SBBH providers.
- Develop record keeping policies in accordance with laws, regulations and best practices for SBBH services and train and supervise staff to comply with policies.
- Develop confidentiality and privacy policies in compliance with laws and regulations and train and supervise staff to comply with policies.
- Ensure peer review process for quality assurance.

- Provide clinical supervision for providers in SBBH setting.
- Establish reporting procedures and tools to ensure that all required data is collected completely and reported in accordance with the terms of the agreement.

C. Eligibility:

Eligible applicants include private, non-profit (classified within 501(c) 3 by the Internal Revenue Service), faith-based and public agencies currently providing mental health providing services in Summit County, and any surrounding counties in Colorado.

D. Outcome Measures:

Outcome Measures: Bi-annual (January) and Annual reports (June or July) to include the following:

- Contractors will conduct a brief review, in conjunction with the school district or school, of the school or school district's needs, gaps and priorities using a 3- Tier framework.
- Process and outcome data collected will depend on the service tiers implemented.
 - Tier 1
 - Procedures used for screening and referral
 - Types of interventions or curricula used to implement social emotional learning or positive behavior supports
 - Total number of students screened and referred for SBBH services
 - Improvements in social competency
 - Tier 2
 - Number of high-risk students served
 - Types of evidence-based interventions delivered
 - Improvements in social competency
 - Improvements in behavioral and emotional functioning
 - Tier 3
 - Type and duration of visits
 - # of duplicated and unduplicated students served
 - # of referrals and their outcome (entered services (1-2 contacts); engaged in services (3 + contacts) referred to another provider
 - # and location of referrals to outside services
 - % of student-body enrolled in services
 - Family and student satisfaction with services
 - Reduction in suspensions/expulsions of students with serious emotional disturbance or behavioral/mental health challenges
 - Increases in access to care

E. Evaluation and Reporting Requirements:

- Quarterly Outcome Reporting – Contractors will track the progress toward the goals and objectives stated in the proposal and the outcomes listed above along with any other relevant activities on a quarterly basis.
- Monthly Spending Report- Contractors will complete a spending report monthly that includes the original budget by budget category, the money spent to date. If significant variances between

spending and budget exist, the report shall include the plan for spending funds through the remaining portion of the year. The monthly spending report is due the 15th of the following month. Funds must be used to complete work as outlined in the budget and directly related to the goals and objectives outlined in the proposal. Any changes to the budget must be approved by the County.

- Annual Report- Contractors will complete an annual report due the last day of the month following the close of the contract year. The annual report will include a summary of all work completed related to the original goals and objectives, a summary of major accomplishments and barriers during the year, a summary report of all outcome measures and other data collected and a final spending report that includes the original budget and annual spending by budget category.

F. Required Trainings and Competencies:

- BH providers must be Licensed Professional Counselors, Licensed Clinical Social Workers, or Licensed Psychologists in the State of Colorado.
- Registered Candidates for the above licensure designations are eligible if they are under the direct supervision of a licensed mental health professional.
- Experience with developmental psychology, family systems, multiculturalism, psychopharmacology, diagnosis and treatment planning, crisis assessment and intervention, legal and ethical issues, substance use disorders integrated care, and interdisciplinary care coordination is essential.

Other Requirements & Conditions of Funding:

Non-Discrimination:

Contractors shall comply with all city, state and federal laws, rules, and regulations involving non-discrimination based on race, color, religion, national origin, gender, age, military status, sexual orientation, marital status or physical or mental disability.

Parent Company/Fiscal Agent:

If a contractor is owned or controlled by a parent company, or utilizes a fiscal agent, the name, main office address and parent company's/fiscal agent's tax identification number shall be provided in the proposal.

Conflict of Interest:

No official, officer, or employee of the County shall have any personal or beneficial interest whatsoever in connection with the services, agency, or business proposed within this RFP. The applicant agrees not to hire or contract for services with any official, officer, or employee of the County or any other person in any manner.

Health Privacy and Confidentiality:

Contractors shall be required to comply with the Health Insurance Portability And Accountability Act Of 1996, Public Law 104-191 ("HIPAA"), The Health Information Technology For Economic And Clinical Health Act, Public Law 111-005 ("The HITECH Act"), and their implementing regulations at 45 CFR parts 160 and 164 ("The HIPAA Regulations"). Applicant shall also comply with the Confidentiality of Alcohol and Drug Abuse Patient Records, 42 Code of Federal Regulations (CFR) 2.

Date and time of service

The services delivered by the contractor shall be performed in accordance with the description and timeline submitted in the contractor's proposal. All deviations from the timeline and proposal shall be approved in advance by the County.

Indemnification and Insurance

Contractor shall indemnify and hold harmless the County from and against all claims, damages, losses, and expenses arising out of or resulting from acts or omissions of the contractor, contractor's sub-contractors or otherwise arising out of the performance of services by contractor. No later than seven (7) days following the execution of an Independent Contractor Agreement between the County and contractor, the contractor shall provide the County with certificates of insurance evidencing the types and amounts of insurance specified below:

- Standard Workers' Compensation as required by law in the State of Colorado; and
- Comprehensive General Liability Insurance for operations and contractual liability adequate to cover the liability assumed hereunder with limits of not less than \$400,000 on account of any one person and \$1.2 Million for each occurrence of property damage and personal injury; and
- Automobile Liability insurance in those instances where contractor uses an automobile, regardless of ownership, for the performance of the Services. Contractor shall carry insurance, written on the comprehensive automobile form insuring all owned and non-owned automobiles with limits of not less than \$400,000 (bodily injury per person), \$400,000 (each accident) and \$400,000 (property damage).

Insurance coverage shall not be reduced below the limits described above or cancelled without the County's written approval of such reduction or cancellation. Certificates of such insurance, of agents and subcontractors, shall be provided to the County upon request. With regard to all insurance, such insurance shall:

- Be primary insurance to the full limits of liability herein before stated and, should County have other valid insurance, County insurance shall be excess insurance only; and
- Not cancelled without thirty (30) days prior written notice to the County.

Proposal Format

Costs for performing services outlined in this request for proposals shall be clearly stated to allow the County to effectively evaluate each proposal.

Refinements and Improvements

Applicants should feel free during the proposal submission process to provide any suggestions or comments that might be advantageous for the County to consider in terms of any efficiencies, issues or processes. The County is not committed to any single scenario, but efficiency of resources and minimizing impacts are critical in completing this work.

The following pages contain the RFP instructions and contractor requirements.

Part I - ADMINISTRATIVE INFORMATION

A. Issuing Officer

This RFP is issued by Summit County Government, Assistant County Manager, Sarah Vaine, sarah.vaine@SummitCountyCO.gov.

B. Purpose

The purpose of this RFP process is to identify a qualified organization or organizations that can provide SBBH services to residents of Summit County. This RFP provides prospective contractors with sufficient information to prepare and submit proposals for consideration by the County. To be considered responsive, each proposal must provide for completion of the tasks outlined in the RFP.

C. Scope

This RFP contains the instructions governing the proposals to be submitted and the materials to be included therein. These are mandatory requirements that must be met to be eligible for consideration.

D. Scheduling

Proposals must be submitted via email to Sarah Vaine, Assistant County Manager, Summit County Government, sarah.vaine@SummitCountyCO.gov by June 30, 2019 by 11:59pm MST/MDT. The proposal should outline the schedule for commencement of service.

E. Inquiries and Questions

Prospective contractors are welcome to make inquiries and ask questions concerning the RFP to obtain clarification of the any requirements or schedule a site visit to the properties. Direct all inquiries to:

Sarah Vaine
Assistant County Manger
Summit County Government
Sarah.vaine@SummitCountyCO.gov

F. Submission Timeline:

May 31, 2019	Request for Proposals publicly advertised and posted on County website
June 5, 2019	Deadline for all questions
June 11, 2019	All questions, comments and responses to questions posted by the County at Bids and Proposals on www.SummitCountyCO.gov
June 26, 2019	Proposals must be submitted via email to sarah.vaine@SummitCountyCO.gov no later than 11:59 p.m. MST/MDT
July 8, 2019	Prospective contractor interviews (If needed, vendor will be contacted by Jen McAtamney of Building Hope)
July 12, 2019	Contract negotiations and notice of award

G. Instructions for Submission of Proposals

It is imperative, when submitting a proposal, that the outside of the submission email be addressed as follows and with appropriate text in the email subject line and text in the top few lines of the body of the email:

Email Address:

sarah.vaine@SummitCountyCO.gov

Subject Line Text:

Subject line should include the prospective contractor's name and "Proposal for Expanded School Based Behavioral Health Services.

Body Text:

Body of the e-mail should include (1) prospective contractor's company name; (2) contact name, e-mail address and telephone number

H. Late Proposals

It is the responsibility of each prospective contractor submitting a proposal to ensure that emailed proposals arrive before the due date.

I. Proprietary Information

Any restrictions on the use of data contained within a proposal must be clearly stated in the proposal itself.

J. Response Material Ownership

All materials submitted regarding this RFP become the property of the County and will only be returned at the County's option.

K. Incurring Costs

The County is not liable for any costs incurred by those who have submitted proposals prior to issuance of a signed contract.

L. Acceptance of Proposal Content

The contents from the selected contractor's proposal will become contractual obligations if a subsequent agreement is reached. Failure of the successful contractor to accept these obligations may result in cancellation of the award and such contractor may be removed from future solicitations.

M. Acceptance Time

The County intends to make a proposal selection within 20 business days after the closing date for receipt of proposals.

N. Budget

Costs for performing services must be included in the proposals along with a projection of cost recovery from other sources such as Medicaid and Child Health Insurance Plan. The budget enables the County to effectively evaluate each proposal.

PART II – PROPOSAL CONTENT

The proposal submitted must clearly address the requirements outlined in the RFP and should not exceed 10 pages with one-inch margins and 12-point font. Any concerns that the prospective contractor may have about meeting these requirements shall be specifically identified in the proposal.

A. Prospective Contractor Organization Information:

- Organization's legal name
- Address
- Telephone
- Web address (if applicable)
- Application contact person (Name, telephone number, Email address)
- Federal Tax Identification Number
- Provide a brief description of the prospective contractor's organization including total staff size, number of years in operation, mission, and history.
- Describe the organization's experience with SBBH services
- Describe how the prospective contractor's organization will monitor performance and address any procedural case management issues that may arise in providing SBBH services.

B. Prospective Contractor Experience and Qualifications:

- Describe the level of expertise and qualifications of staff; and a brief description of responsibilities of the key personnel providing these services.
- Provide a list of all subcontractors, independent contractors or subconsultants and their qualifications and duties.
- Describe the organization's experience providing similar services.
- Describe the organization's experience working within Summit County or surrounding counties.

C. Services to Be Provided:

- Provide a timeline for startup and implementation of the expanded SBBH services.
- Describe in detail the services to be provided, the basic approach to providing the services, and any recommendations on improving efficiencies in the process.
- Detail the staffing structure to expand services and at which schools.
- Report the results of a review of the services are currently in place in the school or schools where service expansion is proposed using the 3-Tiered Framework. Provide evidence the review has been completed in collaboration with Summit School District and include a description of the services currently in place, the services proposed and an explanation of how the services proposed will fill the gaps in the existing services system. Additional resources to conduct the review can be found at
 - [Mental Health Colorado School Mental Health Toolkit \(Page 33\)](#)
 - [Providing School-Based Mental Health Services](#)
 - [The Colorado Framework for School Behavioral Health Services](#)
- Describe the process that will be used to understand community resources, and to collaborate with other community organizations on identification and resolution of gaps in community resources (e.g. Building Hope, Summit County Human Services, community health providers, etc.).
- Describe in detail how the organization will monitor progress towards the outcome measures outlined in the Scope of Services, section E.

D. Reporting and Accounting

- The County requires quarterly and annual reports using a predetermined format developed by the County. Briefly describe the organization's approach and capacity to track data and provide required data and reporting.
- Describe the accounting system that will be utilized to ensure fiduciary accountability.

E. Cost Effectiveness/Budget:

- Complete a budget, using the form attached, for proposed program services and expenditures. Cost must be necessary and reasonable in terms of the scope. The rationale and methodology used to establish the budget must be clearly explained showing calculations and a narrative explanation of each budget item. All prospective contractors will be rated for overall cost effectiveness and their ability and willingness to recover costs from other federal, state and local sources. Indirect costs shall not exceed 5%. Prospective contractors must include information about how they will meet the 10% cash match or cost recovery from other sources required. Please address how your agency will strive to ensure the long term sustainability of the expanded behavioral health services.

PART III – PROPOSAL EVALUATION AND SELECTION

The County intends to engage the most qualified contractor available for this assignment while minimizing the costs to the County. Responsiveness to the RFP will be a principle basis for evaluation. Proposals shall provide a straightforward and concise presentation adequate to satisfy the requirements of the RFP. The proposal should clearly

express the prospective contractor's understanding of the County's specific requirements, indicating the prospective contractor's qualifications to conduct this service in a thorough and efficient manner.

Failure to disclose a conflict of interest is a misdemeanor criminal offense under Colorado Law. Such conflict may arise if any public official exercises any substantial discretionary function in connection with a government contract, purchase, payment or other pecuniary transaction without necessary disclosures as defined by Colorado Revised Statutes (C.R.S.) Section 18-8-308 as amended.

Selection Process:

1. The County reserves the right to reject any and all proposals, to consider alternatives, to waive irregularities and to re-solicit proposals.
2. The County reserves the right to conduct such investigations of, and discussions with, those who have submitted proposals ("prospective contractors") or other entities as it deems necessary to assist in the evaluation of any proposal or to secure maximum clarification and completeness of any proposal.
3. All proposals submitted must be valid for a minimum period of ninety (90) days after the date of the proposal opening. Each prospective contractor must submit with the proposal a list of all subcontractors, independent contractors or sub-consultants employed or proposed to be employed by the prospective contractor in the performance of the contract.
4. The County reserves the right to select the most responsible and responsive proposal which it finds to be within the best interests of Summit County.
5. Selection of a contractor will be made at the sole discretion of the County. The County may consider the following criteria when evaluating proposals that include but is not limited to:
 - a. Costs for proposed work;
 - b. The reputation, experience and efficiency of the prospective contractor;
 - c. The ability of the prospective contractor to perform the services in a timely manner;
 - d. The proposed process for collaborating with community partners;
 - e. The prospective contractor's performance under previous contracts; and
 - f. Interview evaluation (if necessary).
6. If a contract cannot be negotiated between the County and the prospective contractor, the negotiations may be terminated by either party and the County will commence negotiations with the next most qualified prospective contractor. The County makes no guarantees to any prospective contractor until such time as the County approves the negotiated contract.